

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0577388**

POSITION NO: **240015**

CLASS CODE: **3849**

POSITION TITLE: **COOK**

Date Posted: **01/14/13**

Closing Date: **01/28/13**

DEPARTMENT NAME: **NDSS/SOUTHWEST REGIONAL OFFICE - CHILD CARE DEVELOPMENT FUND PROGRAM**

DEPARTMENT NO: **57** WORKSITE LOCATION: **LEUPP, AZ**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R57A**

Days: **Mon-Fri** Permanent: ☒ SALARY:

Hours: **7am-6pm** Temporary: ☐ Duration: \$ **20,862.40** Per Annum

Part-Time: ☐ No. of Hrs/Wk: **40** \$ **10.03** Per Hour

DUTIES AND RESPONSIBILITIES:

Provide cooked meals for children in the child care center, plans and coordinates a balanced meal by maintaining a menu; ensures that all meals cooked meet the USDA-CACFP requirements; maintains and operates cooking equipment and supplies; maintains inventory of food supplies; maintains the safety and cleanliness of the kitchen and uses all required safety precautions in preparing food; may assist in the processing of purchase orders for food, supplies and equipment; compiles meal counts and submits reports to supervisor regarding the number of meals served and the cost associated with meals, equipment and supplies. Provides/conducts in-service training regarding healthy eating habits; provide information on nutritional value of food. Attends nutrition related training; may provide nutritional habits education; may provide guidance and direction cook aide's and/or temporary staff.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED certificate.

Experience:

Two (2) years of experience in large scale institutional cooking; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the described duties. ***(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Calculate portion sizes to complete menu worksheets. Must like children, ability to work with children. Ability to do heavy lifting.

License/Certification Requirements:

Must possess a Food Handlers Permit

PREFERRED: CPR, Basic First Aid, valid State Driver's License, fingerprinting and Background Check Clearance.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99